

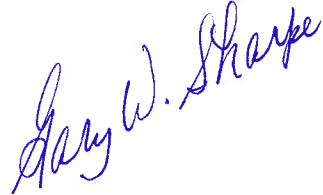
DESIGN MEMORANDUM NO. 11-04

TO: Chief District Engineers
Design Engineers
Active Consultants

FROM: Gary W. Sharpe, P.E.
Director
Division of Highway Design

DATE: July 29, 2004

SUBJECT: Permits and Certifications Guidance



The Highway Design Manual is currently undergoing an intensive rewrite. As the initial draft of each chapter is completed, it will be released as a Design Memorandum. This will implement the policy presented therein.

This specific Design Memorandum deals with guidance for permits and certifications. A copy of the Permits and Certifications Guidance can be obtained from the Division of Highway Design's Web page at <http://www.kytc.state.ky.us/design/designmanual/>.

Federal and state laws require the Kentucky Department of Highways to obtain the appropriate permit and/or certification prior to construction. The Permits and Certifications Guidance is devoted to these permits and/or certifications and the responsibilities and accountability of the designer and Project Manager in this process. The guidance discusses the determination of impacts and the resulting permits that are issued by four agencies: Army Corps of Engineers, Kentucky Division of Water, U.S. Coast Guard, and the Tennessee Valley Authority. Also included are procedures for obtaining permits and definitions to aid the designer's understanding of the terms associated with the permits.

The schedule for implementation is as follows. Effective with this memorandum, the Permits and Certifications Guidance should be utilized for all new projects or for existing projects that have not advanced beyond the Preliminary Line and Grade stage. Plans, Design Executive Summaries, Plan Submittals, etc., should reflect the new policy.

Projects that have advanced beyond Preliminary Line and Grade, but will be let to contract prior to July 1, 2005, may use the criteria and features from the previous Highway Design Manual. However, it is allowable to use any of the policy written in the Permits and Certifications Guidance of the upcoming Highway Design Manual for these type projects if necessary or desired by the Project Manager/Project Team. The specific version of the Permits and Certification Guidance used for the project development should be documented in Project Team Minutes and/or the Design Executive Summary.

Projects let to contract after July 1, 2005, must comply with these Permits and Certifications Guidance documented herein unless otherwise approved by the Director of Highway Design.

Any questions regarding the implementation of this memorandum should be directed to this office.

GWS:JDJ:JAD